CITY OF SAN BRUNO

567 El Camino Real
San Bruno, CA 94066
Voice: (650) 616-7074
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COMMUNITY DEVELOPMENT DEPARTMENT

APPLICATION FOR SPECIAL EVENT

	FEE	
Submittal Requirements: 1) Site plan or detailed map showing how event will be laid out 2) Detailed written description of event components **Check with Staff to see if these items are applicable:** 3) Copies of facility lease and ABC Permit 4) Security plan 5) Detailed parking plan 6) Certificate of liability and accident insurance 7) Other materials, depending on type of event	$350.00	**APPLICATION DATA** Case No (s): _____ Date Submitted: _____ Total Fees Paid: _____ Check No: _____

Application should be submitted 30 days before the event
Application cannot be processed without the required submittal materials

Type of Event: Entertainment   Circus/Fair   Other

Purpose & General Statement Describing the Type of Event:

_____

_____

_____

Location of Event: _____

If On City Property, Has the Site Been Reserved?   Yes   No

Date(s) of Event: _____ Day(s) of Week: _____

Hours of Operation: set up _____ event _____ clean up _____

Applicant:

Name: _____ Email: _____

Organization:_____

Address:_____Phone:_____

Property Ownership:

Name: _____ Email: _____

Address:_____Phone:_____

Event Detail: Circle Yes or No

Admission Charged?	Yes	No
Tickets Sold In Advance?	Yes	No
Tickets Sold At Door?	Yes	No
Alcohol Served/Sold?	Yes	No
Food Served/Sold?	Yes	No
Require Closing of Public Street or Parking Lot?	Yes	No
Any application for a permit or license from the City, to engage in any business, denied or revoked?	Yes	No
Will food be prepared on site?	Yes	No
Will there be any tents and canopies? If yes, indicate the tent/canopy dimension. ____	Yes	No

Number of Participants: _____

Number of Employees/Event Staff: _____

Location of Off-Street Parking: _____

Type of Security:

_____

_____

Person(s) In Charge During Event:

    Name: _____ Cell phone number: _____

    Name: _____ Cell phone number: _____

I, the undersigned, hereby apply for a Special Events Permit (Temporary Use by Administrative Review) and an environmental determination (Categorical Exemption) as set forth in the information contained herein, and certify that the above information is true and correct. Such certification is made with full knowledge that misrepresentation may be considered sufficient cause for denial or revocation of a permit or license.

Signature (Applicant): _____ Date: _____

Signature (Owner): _____ Date: _____

San Bruno Police Department Approval

By:_____Date Approved:_____